

### **TIPS FOR IMPROVING THE WEEKLY REPORT**

- o Each item should be a short paragraph -- two to four sentences.
- o Be creative -- it is the quality and informative value of each item that is important, not the quantity of items.
- o Be clear, punchy, and to-the-point -- remember, the objective of the report is to keep the DCI/DDCI informed about important developments/accomplishments in the DI.
- o Limit the items to those you believe the DCI/DDCI really should know about or would be interested in.
- o As a general rule, each office's/staff's submission should be only one to two pages long.
- o Put more emphasis on research and substantive accomplishments.

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DI ACTIVITY REPORT

- I. Policy Support
  - Typescripts or other special projects
  - Briefings
  - Meetings
- II. Research and Substantive Accomplishments
  - Important research findings
  - Progress on research program
  - Major findings from contract work
  - Innovative approaches to substantive problems
  - Other substantive accomplishments
- IV. Contacts with Congress
  - Briefings
  - Requested papers
  - Problems DCI/DDCI should be aware of
- V. Administrative and Personnel Matters
  - Recruiting
  - Space problems/reconstruction
  - Budget issues
  - Computer related developments
  - Significant personnel changes (i.e. rotationals, etc.)
- VI. Other
  - Interesting/productive TDYs (may also fit under II)
  - Major conferences
  - IC related issues/projects

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